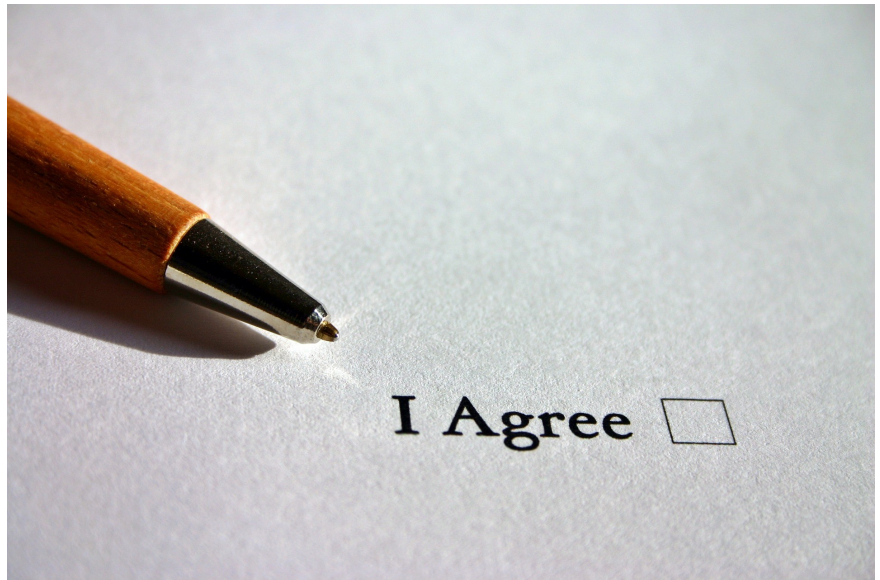


## How to Repay a Wisconsin Shares Provider Overpayment



After receiving notice of an overpayment, a child care provider may take the following steps to pay back the overpayment:

- You have the opportunity to submit payment in full within the first 30 days after receiving an overpayment notice, before being sent to collection.
- If an overpayment is not paid in full within the first 30 days, you will receive an invoice from the Department that contains a Repayment Agreement.
- After signing and returning the Repayment Agreement to the Department, you may be allowed to make regular monthly payments for a limited amount of time.



If the overpayment is not paid within 30 days after receiving an invoice, and you do not set up a Repayment Agreement, you may be subject to tax intercept.

[Wisconsin Statute 49.155\(7m\)\(a\)1](#)

## Is Your Location Closing This Month?



If you are a child care provider that is closing your center, for any amount of time, be sure to let your licenser/certifier and local agency know. Some common reasons include change in ownership, remodeling, or retirement.

When your location is closed, subsidy funds cannot be accepted. For example, if your location closes November 27 until December 1, you cannot keep subsidy funds from November 27 through December 1. If you permanently close before the last day of the month, you cannot accept funds for the rest of the month, or you will face an overpayment. Be mindful of clients who pay at the beginning of the month, making sure they only issue funds for days your location is open!



[Wis. Admin. Code s DCF 201.04\(5\)\(b\)](#)